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Avoid the risk of letting others see your revisions

By Annette Marquis and Gini Courter



Question: While I was out of town recently, the person filling in for me reset something that made my gridlines in Word tables disappear, and I've looked everywhere on how to get them back. For example: I'm doing a few labels, and can't see where the actual label outlines are because there are no gridlines, just white space.

Answer: This is an easy one (we hope). Tables > View Gridlines should take care of it for you.

Question: Is it possible to change the font/appearance of the group by header in Outlook? I find that the group by headers are hard to read.

Answer: We're assuming you are talking about group by headers in Outlook.

You can shade the group by headings, which makes them a little easier to read but as far as we know, you can change the font or color. To shade them, follow these steps: Click View > Arrange By > Current View > Customize Current View Click **Other Settings** to open the

Other Settings dialog box. Select **Share Group Headings**. Click **OK, OK**.

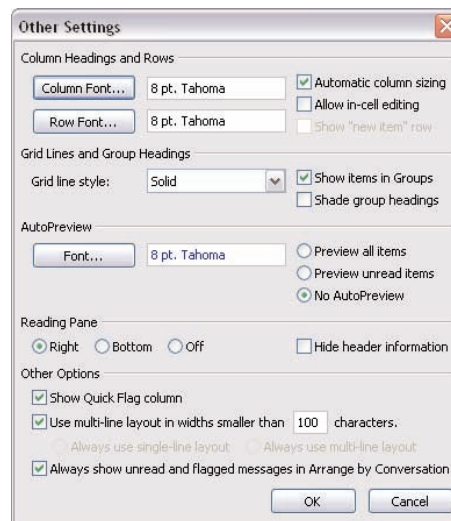
The group headings should appear as bold on a grey background. We hope that helps. If anyone has found a way to change the font or color of group by headers, let us know.

Question: We have a problem. On several occasions when we have opened a document from someone else all the tracking changes are visible. What concerns me is that someone we send it to may be opening it and getting the same thing.

There are four of us who work together on documents and track changes on them. We have all checked with our respective IT people and no one seems to be able to tell us how to fix the problem. Is it something that the sender needs to do, or something the receiver needs to do?

Answer: We've heard about this problem occurring, but every time we have tracked it down it was because the person sending the document was not accepting all the changes and then resaving the document before sending it. As soon as they do that, the

changes are thrown out and you cannot see them anymore. Make sure that whoever has the document last clicks **Accept Change** button on the Reviewing toolbar and either manually accepts each change or accepts them all.



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To be even better protected, Word 2003 has a cool new security feature on the Security tab of the Options dialog box that warns you if you are sending a document that has tracked changes turned on. To activate this setting, click Tools > Options and then, click the **Warn Before Printing, Saving, or Sending a File That Contacts Tracked Changes or Comments** checkbox.

Question: A while ago, you mentioned that if there were any special formulas I was looking for, to e-mail you to see if you know of any add-ins that may have what I'm looking for.

Lately, I've had the need to use the following:

- **Weighted Average (this one's not a big deal, I can use sumproduct divided by the sun of the range.)**
- **MAXIF**

• **MINIF (just like the SUMIF, it would give me the MAX or MIN value of a sub-range that meets the criteria).**

Answer: We can't find any add-ins for the three functions listed. However, the Microsoft MVPs (Microsoft Valued Professionals) do some excellent work.

On Rodney Powell's MVP website, you'll find an elegant method for using SUMPRODUCT to calculate weighted average: <http://www.beyondtechnology.com/tips011.shtml>

And Dick Kusleika has developed good methods to create pseudo MAXIF and MINIF formulas. Check them out on his site, <http://www.dicksblog.com/archives/2004/06/29/maxif-minif-functions/> Each of these websites contains a wealth of Excel tips that can get you through many tough spots.

Annette Marquis and Gini Courter write the Electronic Office Suite column, which appears in alternating issues of *OfficePro*. They also are the authors of *Mastering Microsoft Office 2000*, *Mastering Microsoft Outlook 2000*, and *Microsoft User Specialist Study Guide*, published by Sybex Inc. They own TRIAD Consulting LLC, a software training and consulting firm based in Michigan (www.triadconsulting.com).

Got a Question for Electronic Office Suite?

Reach authors Courter and Marquis via e-mail at questions@triadconsulting.com. Answers guaranteed only for questions chosen for publication.

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